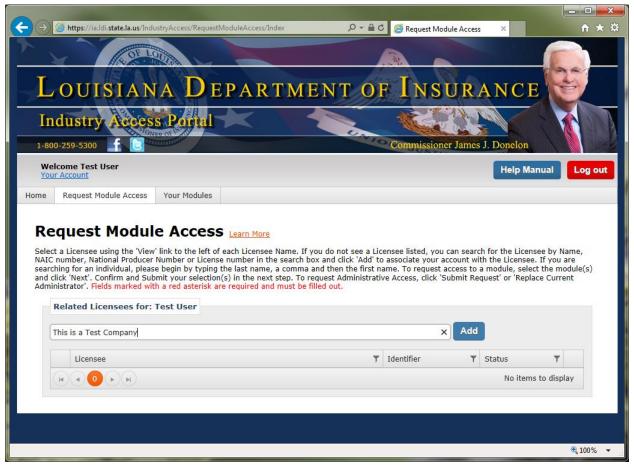
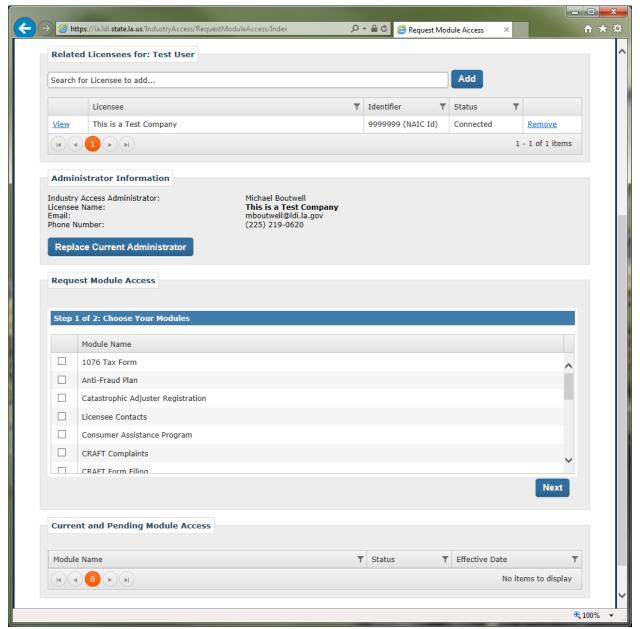
How to Add the Affiliations Module to Your Industry Access Account

Please follow these steps to add the Affiliations module to your existing account. If you do not have Industry Access, please visit https://ia.ldi.state.la.us/IndustryAccess/User/SignUp.

- 1. Log in to Industry Access and click "Request Module Access". Please note that Industry Access accounts must be in the name of an individual. Every individual within the agency organization who will use the Affiliation module should create his or her own account.
- 2. Search for the agency name by typing the agency license number name in the Search box. Once located, select the record and click "Add". This will add the name to the grid below the search box.

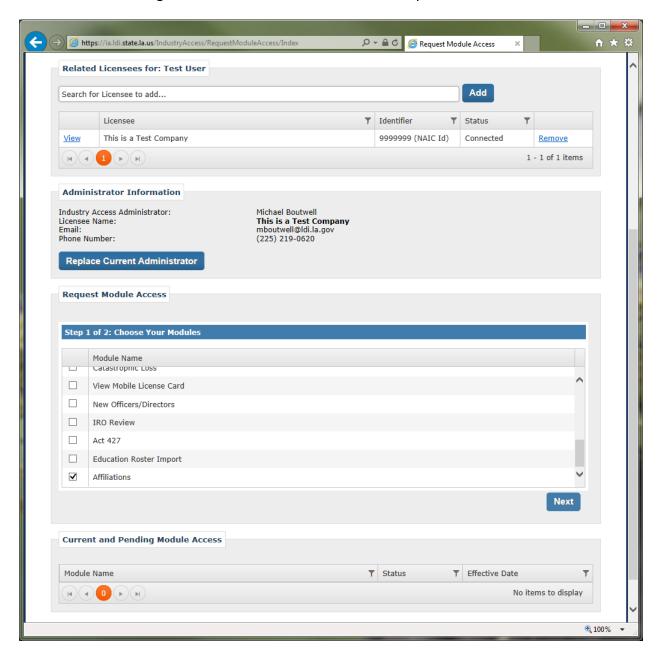


3. Click "View" next to the agency name. Below it will display two fields: "Administrator Information" and "Request Module Access"

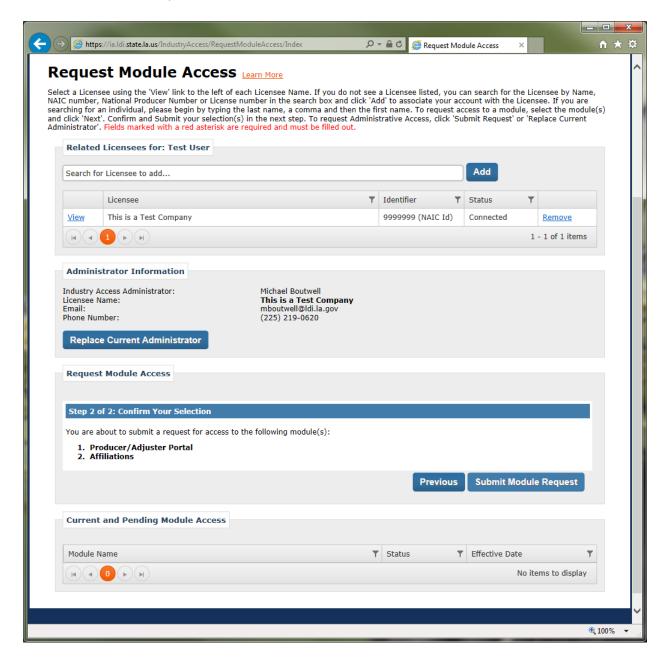


- One individual from the agency will be the Administrator. If you are the
 Administrator for the Agency's Producer/Adjuster Portal access, the addition of
 the Affiliations module will be approved automatically. If you are not the
 Administrator, that person will have to grant you access approval to make
 submissions on behalf of the agency. All module access requests from additional
 users are sent to the administrator of a Licensee for approval. You will receive
 email from Industry Access confirming that your request has been submitted
 AND when your request has been granted or denied.
- All requests for the Administrator role will come to the LDI for approval.
- The LDI recommends that the individual requesting Administrator role be someone listed as a contact with the LDI. Other individuals may request to be

- Administrator but approval may not be given until the LDI has verified that the requestor is authorized to submit affiliations on behalf of the provider.
- Confirmation of approvals will be sent by e-mail.
- 4. Under "Request Module Access", select "Affiliations" module and click "Next." Verify the modules being selected then click Submit Module Request.



5. You will be asked to confirm your selection. If the correct module appears in the white box, click "Submit Module Request."



Once the approval process is complete, the module link will be available under "Your Modules".